



Instructions for Continuation Applicants for Title II Formula Grants

To put together your application, follow the instructions in this section and assemble your application in the order indicated. Your project narrative, which consists of sections 4-8, may not exceed 16 double-spaced, single-sided pages using 12-point typeface and 1-inch margins.

Applications should be stapled or held together with a binder clip in the upper left corner. Do not bind your application or submit it in a folder. Your application must also be three-holed punched on the left side.

The original and 11 copies should be submitted at in the CCJJ office by the deadline, Monday April 21, 2003 by 3:00 pm.

No continuation project is guaranteed funding. You must demonstrate that your project is meeting its goals and objectives and is successful. You must show that a concerted effort has been made to find funding support through other public or private funds to keep your project running at its first year level. You must also provide evidence that your project receives community support and that you are committed to networking and uniting with other youth serving organizations.

Section 1: Cover Sheet

Complete the cover sheet. In Box 2, check "Continuation" and the year of funding you are requesting (government entities may receive up to three years of grant funding while CBO's may receive 4 years of funding). In Box 7, check "Enhance an Existing Program."

Section 2: Program Category Checklist

Follow the instructions on the form.

Section 3: Standard Project Descriptors

Follow the instructions on the form.

Section 4: Project Summary

Provide a 1-2 page overview of your proposed project. Attach this summary immediately after Section 3.

Section 5: Program Progress To Date

The information for this section should be taken from your quarterly reports. List your project goals and objectives. After each objective, list your accomplishments to date. You may do this in a two-column format with goals and objectives listed in one column and accomplishments listed in the other column. If you have not accomplished a goal or objective, or if you have fallen short of your goal or objective, you must provide an explanation and detail what corrective is being taken.

Following a report on your goals and objectives, you may include any additional information that demonstrates your project's effectiveness. If you have participated in the University of Utah's evaluation study, include any reportable data and analysis. Keep in mind that Board members will have access to copies of all reports generated by the University of Utah. This information will be considered when determining if your project should receive continuation funding.

Section 6: Project Plan Revisions

In this section, provide information about any program changes and modifications. Include information about any new or modified program elements such as new staff members, new goals or objectives, and new target population.

If you are not making any changes to your program, please indicate that your program plan has not changed and that you will maintain your current project goals and objectives. Keep in mind that continuation programs must demonstrate that they are maintaining programs at first-year operational level.

Section 7: Objectives and Performance Indicators

Every application must have an acceptable plan to gather, store, analyze and present performance measures before funds will be awarded. Performance measures explain how you plan to measure the Project Objectives (listed in Section 5). Organize this information so that you can compare your objectives with your actual accomplishments. Explain your evaluation methods and how data will be collected. Up to 10% of your grant budget may be devoted to evaluation.

Your evaluation plan must also state that you will participate, if applicable, in the evaluation study being conducted by the University of Utah Criminal and Juvenile Justice Research Consortium.

Examples of Performance Measures

Example 1

- Project Objective: Reduce by 10% the number of juveniles who violate their probation agreements.
- Performance Measure: Comparison of violations before and after the program.

Example 2

- Project Objective: Provide a 10-week behavioral skills course for 25 juvenile offenders each quarter.

- Performance Measure: Number of hours and number of juveniles served the program each quarter. Attendance rate. Completion rate.

Section 8: Target Population

Follow the instructions on the form.

Section 9: Budget Matrix, Narrative and Matching Funds

Complete the Budget Matrix and attach this form immediately after Section 5 of your application. The WordPerfect version of the Matrix will automatically calculate each column for you. Highlight the columns you want calculated (including the total or subtotal column), right click on your mouse button, and select “QuickSum”. The Word version of the Matrix will need to be calculated manually.

Following the Budget Matrix, attach a detailed budget narrative. This narrative should clearly identify Title II grant. Provide an explanation of the source of any supplemental funds and how these funds are being used to maintain your program. Include how you plan to continue funding this project in future years and when grant funding expires.

Conclude this section with information regarding your organization’s fiscal officer, including phone number and contact information.

Application Checklist

	Section 1 - Fill out Cover Sheet appropriately with budget amounts matching the Budget Matrix and Budget Narrative. Do not include cash or in-kind funding on the cover sheet.
	Signatures – Required on Cover Sheet and specified Appendices
	Section 2 – Program Category Checklist
	Section 3 – Standard Project Descriptors
	Section 4 – Project Summary
	Section 5 – Program Progress to Date
	Section 6 – Project Plan Revisions
	Section 7 – Project Objective and Performance Indicators
	Section 8 – Target Population
	Section 9 – Budget Matrix and Narrative
	Page Limit – 15 page limit for Sections 3-6
	Attachment A - Letters of Participation (DO NOT INCLUDE LETTERS OF SUPPORT)
	Attachment B - Denial for Funding Letter (CBOs ONLY)
	Attachment C - Consultant Resume(s) (if applicable)
	Appendix 1 - Signed Certified Assurances and Grant Conditions
	Appendix 2 - Signed Certification of Debarment, Suspension, Ineligibility, & Voluntary Exclusion
	Appendix 3 – Certification Regarding Lobbying
	Appendix 4 - Signed EEOP (applicable only if 50+ employees AND \$25,000+ in federal funds)
	Appendix 5 - Audit/Single Audit Requirement (Local Agencies ONLY)
	Appendix 6 - Drug Free Workplace Requirements (State Agencies ONLY)
	Copies - (1) original with Appendices and (11) copies without Appendices (stapled or held with a binder clip and three-hole punched on the left side)
	Deadline - Monday, April 21, 2003 at 3:00 pm - 101 State Capitol Building, SLC, UT 84114-0651 (Application postmarked 4/21 will NOT be accepted)